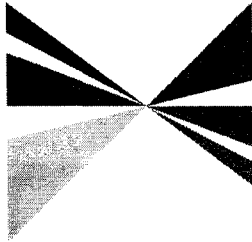


SOUTHERN CALIFORNIA



## ASSOCIATION OF GOVERNMENTS

### Main Office

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**San Bernardino County:** Gary Ovitt, San Bernardino County • Lawrence Dale, Barstow • Paul Eaton, Montclair • Lee Ann Garcia, Grand Terrace • Tim Jasper, Town of Apple Valley • Larry McCallen, Highland • Deborah Robertson, Rialto • Alan Wagner, Ontario

**Ventura County:** Linda Parks, Ventura County • Glen Becerra, Simi Valley • Carl Morehouse, San Buenaventura • Toni Young, Fort Huenceme

**Tribal Government Representative:** Andrew Masiei, Sr., Pechanga Band of Luiseno Indians

**Orange County Transportation Authority:** Art Brown, Buena Park

**Riverside County Transportation Commission:** Robin Lowe, Hemet

**San Bernardino Associated Governments:** Paul Leon

**Ventura County Transportation Commission:** Keith Millhouse, Moorpark

10/24/07

## MEETING OF THE

# ADMINISTRATION COMMITTEE

### PLEASE NOTE CHANGE IN TIME

Thursday, December 6, 2007

8:30 a.m. – 9:30 a.m.

## SCAG Offices

818 West 7<sup>th</sup> Street, 12<sup>th</sup> Floor

Conference Room San Bernardino

Los Angeles, CA 90017

213.236.1800

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Carmen Summers at 213.236.1984 or [summers@scag.ca.gov](mailto:summers@scag.ca.gov)

Agendas and Minutes for the Administration Committee are also available at:

[www.scag.ca.gov/committees/ac.htm](http://www.scag.ca.gov/committees/ac.htm)

SCAG, in accordance with the Americans with Disabilities Act (ADA), will accommodate persons who require a modification of accommodation in order to participate in this meeting. If you require such assistance, please contact SCAG at (213) 236-1868 at least 72 hours in advance of the meeting to enable SCAG to make reasonable arrangements. To request documents related to this document in an alternative format, please contact (213) 236-1868.

## Administration Committee Membership

*Loveridge, Ronald, **Chair***  
*Edney, Jon, **Vice Chair***

*Riverside*  
*El Centro*

*Riverside County*  
*CEHD*

<b>Member</b>	<b>Representing</b>	<b>Affiliation</b>
Aldinger, Jim	Manhattan Beach	SBCCOG
Baldwin, Harry	San Gabriel	2 <sup>nd</sup> Vice President
Burke, Yvonne	Los Angeles	Past President
Clark, Margaret	Rosemead	EEC
Cook, Debbie	Huntington Beach	EEC
Dixon, Richard	Lake Forest	1 <sup>st</sup> Vice President
Lowenthal, Bonnie	Long Beach	TCC
Masiel, Andrew	Pechanga Band of Luiseno Mission Indians	Appointed
McCallon, Larry	Highland	CEHD
Nowatka, Paul	Torrance	Appointed
O'Connor, Pam	Santa Monica	Appointed
Ovitt, Gary	San Bernardino	President
Parks, Bernard	Los Angeles	Appointed
Pettis, Greg	Cathedral City	CVAG
Roberts, Ron	Temecula	WRCOG
Ten, Mike	South Pasadena	TCC
Wapner, Alan	Ontario	SANBAG
Washburn, Dennis	Calabasas	EEC
Young, Toni	Port Hueneme	VCOG

*Last Update 11/1/07*

# ADMINISTRATION COMMITTEE

## AGENDA

PAGE #

TIME

*"Any item listed on the agenda (action or information) may be acted upon at the discretion of the Committee."*

1.0 **CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Hon. Ron  
Loveridge, Chair

2.0 **PUBLIC COMMENT PERIOD**

Members of the public desiring to speak on an agenda item or items not on the agenda, but within the purview of the Committee, must fill out and present a speaker's card to the Assistant prior to speaking. A speaker's card must be turned in before the meeting is called to order. Comments will be limited to three minutes. The chair may limit the total time for all comments to twenty (20) minutes.

3.0 **REVIEW and PRIORITIZE AGENDA ITEMS**

4.0 **FY08-09 BUDGET WORKSHOP**

30 minutes

4.1 Review FY08-09 Budget Priorities and Outcomes  
**Attachment (to be mailed under separate cover)**

5.0 **CONSENT CALENDAR**

5.1 **Approval Items**

5.1.1 Minutes of November 1, 2007 Meeting  
**Attachment**

01

5.1.2 Adopt Resolution #07-492-1 to Apply for  
and Accept Year Three Blueprint Planning  
Grant Funds  
**Attachment**

06

5.1.3 Approve the 2008 Leadership  
Academy Program  
**Attachment**

09

# ADMINISTRATION COMMITTEE

## AGENDA

			PAGE #	TIME
5.1.4	<u>Sponsorship of the Los Angeles County Transportation Funding Collaborative Workshop</u> <b>Attachment</b>		17	
5.1.5	<u>Approve \$2,500 Sponsorship of the Western Riverside County Clean Cities Coalition's Annual Event</u> <b>Attachment</b>		18	
5.1.6	<u>Contracts over \$250,000</u> <b>Attachment</b>		19	
5.2	<b><u>Receive &amp; File</u></b>			
5.2.1	<u>Contracts/Purchase Orders and MOUs between \$5,000 - \$250,000</u> <b>Attachment</b>		22	
6.0	<b><u>ACTION ITEMS</u></b>			
6.1	<u>Sponsorship of the 2008 California Congressional Delegation Reception</u> <b>Attachment</b>	<b>Don Rhodes Mgr., Legislative Affairs</b>	27	5 minutes
	<b>Recommended Action:</b> Authorize the Executive Director to sign a Memorandum of Understanding Agreeing to the Sponsorship.			
7.0	<b><u>INFORMATION ITEMS</u></b>			
7.1	<u>CFO Monthly Financial Report</u> <b>Attachment</b>	<b>Wayne Moore, CFO</b>	30	5 minutes

# ADMINISTRATION COMMITTEE

## AGENDA

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		PAGE #	TIME
8.0	<u>AUDIT COMMITTEE REPORT</u>	Hon. Paul Nowatka, Chair	5 minutes
9.0	<u>PERSONNEL COMMITTEE REPORT</u>	Hon. Richard Dixon, Chair	5 minutes
10.0	<u>DISTRICT EVALUATIONS COMMITTEE REPORT</u>	Joann Africa, Deputy Legal Counsel	5 minutes
11.0	<u>INVESTMENT SUBCOMMITTEE REPORT</u>	Hon. Ronald Loveridge, Chair	5 minutes
12.0	<u>STAFF REPORT</u>		
13.0	<u>FUTURE AGENDA ITEMS</u>		
	Any Committee member or staff desiring to place items on a future agenda may make such a request.		
14.0	<u>ANNOUNCEMENTS</u>		
15.0	<u>ADJOURNMENT</u>		
	The next meeting of the Administration Committee will be held on Thursday, January 3, 2007 at the SCAG offices in downtown Los Angeles.		

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SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
ADMINISTRATION COMMITTEE

November 1, 2007

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**MINUTES**

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**THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.**

The Administration Committee held its meeting at the SCAG Offices, Downtown Los Angeles, CA. The meeting was called to order by Jon Edney, Vice Chair, El Centro. There was a quorum.

**Members Present**

Baldwin, Harry	City of San Gabriel
Burke, Yvonne	County of Los Angeles
Clark, Margaret	City of Rosemead
Cook, Debbie	City of Huntington Beach
Dixon, Richard	City of Lake Forest
Edney, Jon ( <b>Vice Chair</b> )	City of El Centro
McCallon, Larry	City of Highland
Nowatka, Paul	City of Torrance
Ovitt, Gary	County of San Bernardino
Parks, Bernard	Los Angeles
Pettis, Greg	City of Cathedral City
Wapner, Alan	City of Ontario
Young, Toni	City of Port Hueneme

**Members Not Present**

Aldinger, Jim	Manhattan Beach
Lowenthal, Bonnie	City of Long Beach
Loveridge, Ronald ( <b>Chair</b> )	City of Riverside
Masiel, Andrew	Pechanga Band of Luiseno Mission Indians
O'Connor, Pam	City of Santa Monica
Roberts, Ron	City of Temecula
Ten, Mike	City of South Pasadena
Washburn, Dennis	City of Calabasas

**1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Hon. Jon Edney, Vice Chair, El Centro, called the meeting to order at 9:10 a.m.

**2.0 PUBLIC COMMENT PERIOD**

There were no public comments.

**3.0 REVIEW and PRIORITIZE AGENDA ITEMS**

No agenda reprioritizations were made.

**4.0 FY08-09 BUDGET WORKSHOP—POSTPONED UNTIL DECEMBER 2007**

**5.0 CONSENT CALENDAR**

**5.1 Approval Items**

5.1.1 Minutes of October 4, 2007 Meeting

5.1.2 Approval to use SCAG TDA funds to  
Reimburse FY06-07 Consultant Expenditures

5.1.3 SCAG Conflict of Interest Code Amendment

5.1.4 Resolution 07-491-1 for FY07-08  
Overall Work Program Amendment 2

5.1.5 SCAG Regional Transit Conference  
*Initial Date: March 20, 2008*  
*Conflicts with the San Bernardino County*  
*Annual City/ County Conference*

5.1.6 MOU with Metro Gold Line  
Foothill Extension Construction Authority

5.1.7 International Conference on Hinterland  
Development and Strategies of the  
Pyeongtaek Port, Korea

**5.2 Receive & File**

5.2.1 Contracts/Purchase Orders and  
MOUs between \$5,000 - \$250,000

*Motion was made (Pettis) to approve the consent calendar subject to a date change for item 5.1.5. Motion was seconded (McCallon) and unanimously approved.*

## **6.0 INFORMATION ITEMS**

### **6.1 CFO Monthly Financial Report**

Wayne Moore, CFO briefly reported on the updated FY07-08 actuarial report for the Retiree Healthcare Benefit Trust fund application that SCAG will be making to CalPers. Contributions to this benefit trust will begin in January 2008. Hon. Jon Edney made a recommendation for the Audit & Personnel Committees to reevaluate the 20 year amortization and determine if there is an effective way to decrease the time line to perhaps 6, 7, or 10 years. Hon. Nowatka stated that the way the program is setup, it automatically allows for a three year review; however, the committee is receptive to reevaluating as requested. Wayne Moore, in the meantime, will prepare a white paper on this issue.

The Personnel and Audit Committees will schedule a meeting in December or in January to discuss further.

### **6.2 Reactivation of Contracts Subcommittee**

Wayne Moore asked the committee to consider reactivating the Contracts Subcommittee. Due to a number of small contracts with only a few bidders, SCAG would like to expand the number of participants in the program and create a more competitive environment for contracting.

Hon. Edney asked about the time line for the subcommittee to come back with recommendations. Hon. Young mentioned that she was on the contracts committee and that the committee met once a month. Hon. Young also stated that in order to give staff enough time to come up with new ideas and to discuss related issues, a six month time frame is recommended.

Hon. Edney approved Hon. Young's recommendation and stated that the committee makeup be no more the five members. Interested members can make a request to Hon. Loveridge, Chair of the Administration Committee; that request will then be forwarded to the President for appointment. Requests for membership should be made by December so that the Subcommittee can begin meeting in January.

## **7.0 AUDIT COMMITTEE REPORT**

Hon. Nowatka reported that the Audit Committee met with the auditors, who have determined that SCAG is in good shape. The final auditors report will be completed shortly. Mr. Nowatka also reiterated Jon Edney's request for the Joint meeting of the Audit and Personnel Committees to reevaluate the 20 year amortization for the Retiree's Healthcare Benefit.



**8.0     COMMUNICATIONS &  
MEMBERSHIP REPORT**

Hon. Baldwin reported that the Communications members met and approved the following recommendations:

1. That the Draft Subcommittee Charter be adopted.
2. That the Subcommittee change its name to Membership & Communication Subcommittee.
3. That the Subcommittee report directly to the Regional Council.

Colin Lennard, General Counsel, stated that SCAG legal department will make any necessary changes to the Bylaws to reflect the above changes.

*Motion was made (Baldwin) to approve the recommendations. Motion was seconded (Young) and unanimously approved.*

**9.0     DISTRICT EVALUATIONS REPORT**

Wayne Moore stated that the subcommittee plans to meet before the end of the year. There are four membership appointments which need to take place.

Gary Ovitt, President, stated that he has made the appointments and will announce appointments at the Regional Council meeting.

**10.0   PERSONNEL COMMITTEE REPORT**

No report was made

**11.0   STAFF REPORT**

No report was made

**12.0   FUTURE AGENDA ITEMS**

None made

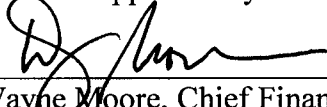
**13.0   ANNOUNCEMENTS**

None made

**14.0   ADJOURNMENT**

Hon. Jon Edney, Vice Chair, adjourned the meeting at 9:26 a.m.

Minutes Approved by:

  
Wayne Moore, Chief Financial Officer  
Staff to the Administration Committee

# ADMINISTRATION COMMITTEE ATTENDANCE REPORT

2007

Member (including Ex-Office)		X = County Represented										X = Attended					= No Meeting					NM = New Member				
LastName, FirstName	Representing	IC	LA	OC	RC	SB	VC	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec							
Aldinger, Jim*	Manhattan Beach		X					X							X		X									
Baldwin, Harry*	San Gabriel		X					X	X		X		X	X	X		X	X								
Burke, Yvonne*	Los Angeles County		X					X	X		X		X	X	X		X	X								
Clark, Margaret*	Rosemead		X					X			X			X	X		X	X								
Cook, Debbie	Huntington Beach		X															NM								
Dixon, Richard*	Lake Forest			X				X			X			X	X		X	X								
Edney, Jon* Vice Chair	El Centro	X						X	X	X	X		X	X	X			X								
Loweridge, Ronald, Chair*	Riverside				X				X	X			X	X	X		X									
Lowenthal, Bonnie	Long Beach		X																							
Masiel, Andrew*	T.A.S.I.N.					X				X	X															
McCallon, Larry*	Highland					X		X	X	X			X	X	X		X	X								
Nowatka, Paul*	Torrance		X					X	X	X	X		X		X		X	X								
O'Connor, Pam*	Santa Monica		X																							
Ovitt, Gary*	San Bernardino County					X			X		X		X	X	X		X	X								
Parks, Bernard*	Los Angeles		X					X							X			X								
Pettis, Gregory*	Cathedral City				X			X	X	X	X						X	X								
Roberts, Ron*	Temecula				X			X			X			X	X		X									
Ten, Mike	South Pasadena		X																							
Wapner, Alan*	Ontario					X			X	X	X		X	X	X		X	X								
Washburn, Dennis*	Calabasas		X					X	X	X	X			X												
Young, Toni *	Port Hueneme						X		X	X	X		X		X		X	X								
Totals		1	11	1	3	4	1																			

\* Regional Council Member

# REPORT

**DATE:** December 6, 2007

**TO:** Administration and Regional Council

**FROM:** Lynn Harris, Manager of Community Development 213-236-1875, [harris@scag.ca.gov](mailto:harris@scag.ca.gov)

**SUBJECT:** Resolution #07-492-1 to Apply for 3rd Year Regional Blueprint Planning Grant Funds

**EXECUTIVE DIRECTOR'S APPROVAL:**

---

**RECOMMENDED ACTION:**

Adopt Resolution 07-492-1 to apply for Year Three Blueprint Planning Funds and accept the funds if awarded.

**SUMMARY:**

Caltrans requires current recipients of Blueprint Planning Grant Year One and Two funds to apply for Year Three funding. SCAG is currently conducting Blueprint Planning funded by a \$1,258,450 Year One grant award, based upon an application submitted in Fiscal Year (FY) 2005-2006, and \$975,000 Year Two funding, based upon an application submitted in FY 2007-2008. Staff is preparing the Year Three application for approximately \$1,500,000 in additional Blueprint grant funds. The Year Three application will focus on additional Compass demonstration projects showcasing innovative Blueprint strategies, planning for a carbon neutral growth scenario that addresses greenhouse gas emission targets, identifying strategies to leverage other funding sources or infrastructure planning frameworks, and developing guidelines for commuter rail parking demand and transit oriented development. The SCAG Blueprint third-year application will again stress our continued commitment to public engagement throughout our processes, including environmental justice communities and tribal governments.

**BACKGROUND:**

In FY 2005-2006, the State made available \$5 million per year for fiscal years 2006 and 2007 to Metropolitan Planning Organizations (MPOs) to conduct regional planning activities aimed at improving statewide mobility and conducting intensive comprehensive scenario planning. SCAG was awarded a \$1,258,450 Blueprint Grant in January 2006 and began conducting the project in spring 2006. Work has been completed or is nearing completion on the following Year One Blueprint Grant activities: transit oriented development (TOD) and general plan update demonstration projects with various cities and subregions in the region; Housing Summit and Blueprint Recognition Awards program; developing an integrated growth forecast; numerous regional workshops focusing on housing allocation and development suitability between jurisdictions; quantifying the effects of Blueprint Planning on travel; modeling the benefits of Blueprint Planning; developing and implementing performance measures.

In December 2006 SCAG was awarded a \$975,000 Year Two Blueprint Grant based upon a competitive renewal application process conducted by the State for MPOs and funded with approximately \$4 million. After amending the Year Two project funds into the FY 2006-2007 OWP in April 2007, as required by Caltrans, SCAG began the Year Two grant project work. Year Two activities include additional transit oriented development (TOD) and general plan update demonstration projects, expansion of public outreach

# REPORT


efforts to include working with local government to develop a long-range housing/transportation blueprint that integrates regional transportation investment decision-making with local land use, expanding, and developing Blueprint growth scenarios in support of the 2008 RTP.

As with the previous Blueprint grant applications, the third- year application requires a resolution by the MPO's governing body. Awards are anticipated to be announced in February and work can commence once Caltrans approves an amendment adding the Year Three funding to the SCAG Overall Work Program (OWP).

## FISCAL IMPACT:

As with the Year One and Year Two Blueprint funding, SCAG will be required to provide a 20% cash or in-kind match, to be financed with non-federal funds. SCAG will continue to meet this requirement through the documentation of in-kind services provided by the cities, subregions, and transportation commissions that are our partners in Blueprint planning.

Reviewed  
by:

  
Division Manager

Affirmed  
by:

Department Director

Affirmed  
by:

  
Chief Financial Officer

Doc # 128062v1

**RESOLUTION #07-492-1 OF THE SOUTHERN CALIFORNIA  
ASSOCIATION OF GOVERNMENTS  
TO APPROVE AND ADOPT A RESOLUTION TO APPLY FOR AND  
ACCEPT YEAR THREE CALIFORNIA REGIONAL BLUEPRINT  
PLANNING GRANT FUNDS**

**WHEREAS**, the Southern California Association of Governments (SCAG) is the Metropolitan Planning Organization (MPO), pursuant to 23 U.S.C. 134 et seq.; 49 U.S.C. 5303 et seq., for six counties: Los Angeles, Orange, San Bernardino, Riverside, Ventura, and Imperial;

**WHEREAS**, SCAG was awarded \$1,258,451 in Blueprint Planning Grant funds in Fiscal Year (FY) 2005-2006 (Year One) and \$975,000 in Blueprint Planning Grant funds in Fiscal Year (FY) 2006-2007 (Year Two);

**WHEREAS**, the FY 2007-2008 (Year Two) California State Budget includes approximately \$4.5 million in statewide funding available only to MPOs for California Regional Blueprint Planning Grant Program designed to support related statutory requirements, programs and guidelines that address the need for integrated planning;

**WHEREAS**, Caltrans requires a Grant Application Renewal for Year Three Blueprint Grants (Grant Application);

**WHEREAS**, each Blueprint Planning Grant awarded by the State will require at least a 20% cash or in-kind match financed with non-federal funds. SCAG intends to apply for up to \$1,500,000 in grant funds, which will require a 20% match, equaling up to \$ 375,000; and

**WHEREAS**, the Regional Blueprint Planning Program is a voluntary, competitive grant program that will initiate or augment existing efforts of MPOs and Councils of Government (COGs) to conduct comprehensive scenario planning that results in consensus by regional leaders, local governments and stakeholders on a preferred growth scenario for a twenty-year planning horizon.

**NOW, THEREFORE, BE IT RESOLVED** by the Regional Council of the Southern California Association of Governments to authorize SCAG to apply for, accept and manage a Year Three Regional Blueprint Planning Grant, to collaborate with other stakeholders in the grant program, and to implement the grant through the FY 2007-2008 OWP, as amended.

**BE IT FURTHER RESOLVED:**

1. That the Regional Council approves and authorizes submittal of the Grant Application and related documents for approval to the State, and if the grant is approved, include the Blueprint Planning Grant funds in the Fiscal Year 2007-2008 OWP;
2. That SCAG pledges to secure cash or in-kind services, or both, for the matching funds necessary to receive Blueprint Planning Grant funds; and

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Author\_Id: YOUNGS

# REPORT

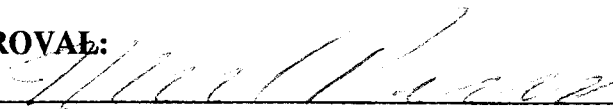
**DATE:** December 6, 2007

**TO:** Executive Committee  
Administration Committee  
Regional Council

**FROM:** Barbara Dove, Government & Public Affairs, 213 236-1861, [dove@scag.ca.gov](mailto:dove@scag.ca.gov)

**SUBJECT:** Approve the 2008 Leadership Academy Program

**EXECUTIVE DIRECTOR'S APPROVAL:**



**RECOMMENDED ACTION:**

**Approve the 2008 Leadership Academy Program.**

**BACKGROUND:**

Last year's inaugural Leadership Academy has been acknowledged by its participants as a great success. A significant part of the success is attributed to the excellence of the consultant team who delivered the program to our members. Last year's consultant selection process included issuing a widely circulated RFP which resulted in ten proposals being received. The Proposal Review Committee (PRC) evaluated the nine responsive proposals and then held interviews with the three top-rated offerors. The PRC was comprised of three elected officials who serve on the Membership & Communication Subcommittee and the Regional Council plus two SCAG staff. USC was recommended for the contract award because of their team's unique strength and creativity as well as the depth and breadth of their facilitators and trainers. Their approach of using interactive seminars designed for skill building and development of management and leadership processes is most impressive. The USC team also has extensive experience in working with leaders of today and tomorrow, including elected officials.

After completing such a rigorous competitive process, USC was selected to provide the leadership development and training for our elected officials. To continue the momentum and build on the positive experiences of this first year effort; the program participants, the Membership & Communication Subcommittee, and SCAG staff all support continuing the second year of the program with the same team leader, Rich Callahan, and his colleagues. The FY 2007-2008 General Fund includes \$50,000 for training and developing Board leadership, the same amount as last year.

**FISCAL IMPACT:**

Funds for this activity are in the current approved General Fund budget.

Reviewed by:

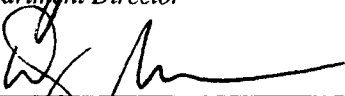
  
Division Manager

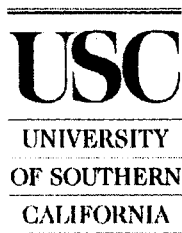
# REPORT

Reviewed by:

  
\_\_\_\_\_  
Department Director

Reviewed by:

  
\_\_\_\_\_  
Chief Financial Officer



**Southern California Association of  
Governments  
Leadership Development and Training  
Services**



**Module 1/Day 1 : Friday, February 8**

**TBD**

7:30 – 8:00 am	<b>Breakfast/Opening Remarks</b>	Jack Knott, USC Dean, USC School of Policy, Planning, and Development
8:00 – 9:45 am	<b>Program Overview and Expectations</b> <ul style="list-style-type: none"><li>• Meta-4 Simulation Exercise</li><li>• Leadership as Inquiry</li></ul>	Richard Callahan, USC, Director of Leadership Programs
9:45 – 10:00 am	<b>Break</b>	
10:00 – 12:00 pm	<b>Leadership Processes: Problem Solving and Civic Engagement</b> <ul style="list-style-type: none"><li>• Policy Making and Decision Making</li><li>• Factors That Facilitate Agenda Setting</li><li>• Issue Diagnosis and Political Analysis</li><li>• Political Timing and Strategy</li><li>• Regional Planning and Civic Engagement</li></ul>	Juliet Musso, USC, Director, Master Program in Public Policy
12:00 – 12:45 pm	<b>Lunch</b>	
12:45 – 2:45 pm	<b>Leadership and Communication</b> <ul style="list-style-type: none"><li>• Communication Practices</li><li>• Click-Down</li><li>• Organizational Cultures</li><li>• Huddle</li></ul>	Dave Logan, Senior Partner JLS Consulting
2:45 – 3:00 pm	<b>Break</b>	
3:00 – 5:00 pm	<b>Leadership and Communication (cont)</b> Techniques to Effective Time Management <ul style="list-style-type: none"><li>• Twenty minute rule</li><li>• One touch</li><li>• Life repair</li></ul>	Dave Logan
5:30 – 7:00 pm	<b>Dinner</b>	



<b>Module 1/ Day 2 : Saturday, February 9</b>	<b>TBD</b>
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7:30 – 8:00 am	<b>Breakfast</b>	
8:00 – 8:30 am	<b>Reflections on Previous Session</b> <ul style="list-style-type: none"> <li>• Leadership Skills</li> <li>• Shared Meaning</li> </ul>	Richard Callahan
8:30 – 11:00 am	<b>Governance</b> <ul style="list-style-type: none"> <li>• Governance Challenges: Understanding the linkages between the Economy, Environment and Equity.</li> <li>• Regional Cooperation</li> <li>• Framing Public Policy and Governance Issues</li> <li>• Collaboration, Consensus Building and Compromise</li> </ul>	Dan Mazmanian, USC, Director, Bedrosian Center on Governance and the Public Enterprise
11:00 – 11:30 am	<b>Lunch</b>	
11:30 – 1:45 pm	<b>Taking Charge: Leading Through Influence</b> <ul style="list-style-type: none"> <li>• Getting to the Balcony</li> <li>• DISC Instrument</li> <li>• Self Assessment of Your Decision Making Style</li> </ul> <b>Taking Charge: Leading Through Influence</b> <ul style="list-style-type: none"> <li>• The change acceleration process</li> <li>• Idea → Decision → Full Successful Implementation (FSI)</li> <li>• Collaborate without compromise</li> </ul>	Laree Kiely, C.E.O. K/C Associates
1:45 – 2:00 pm	<b>Break</b>	
2:00 – 4:00 pm	<b>Negotiation Exercise</b> <ul style="list-style-type: none"> <li>• Creating value</li> <li>• Trust is earned</li> <li>• Scarcity/Abundance beliefs</li> </ul> <b>Facilitative Leadership</b> <ul style="list-style-type: none"> <li>• Diversity as different world views-individual's paradigm</li> <li>• Influence/Suasion → Negotiation/bargaining</li> </ul>	Laree Kiely

## Module 2 : Friday, March 7

TBD

7:30 – 8:00 am	<b>Breakfast</b>	
8:00 – 8:30 am	<b>Reflections on Previous Session</b> <ul style="list-style-type: none"> <li>• Leadership Skills</li> <li>• Shared Meaning</li> </ul>	Richard Callahan
8:30 – 10:30 am	<b>Transportation</b> <ul style="list-style-type: none"> <li>• Dilemmas of Regional Planning</li> <li>• METTRANS findings for the Region</li> <li>• Structuring Decision Making Processes</li> <li>• Goods Movement</li> </ul>	Gen Giuliano, USC Director of METTRANS Transportation Center
10:30 – 10:45 am	<b>Break</b>	
10:45 - 12:00 pm	<b>Infrastructure</b> <ul style="list-style-type: none"> <li>• California Infrastructure Trends</li> <li>• Regional Infrastructure Challenges</li> <li>• Implications of Investment Spending</li> <li>• Infrastructure Investment and Local Economies</li> </ul>	Richard Little, USC, Director, Keston Institute for Infrastructure
12:00 – 12:45 pm	<b>Lunch</b>	
12:45 – 1:45 pm	<b>Policy Content: Healthy Communities</b> <ul style="list-style-type: none"> <li>• Communities and Health Issues</li> <li>• Disparities in Access to Healthy Choices</li> <li>• Engaging Communities in Health Policy</li> <li>• Designing Healthy Communities</li> </ul>	LaVonna Blair Lewis, USC, Director of Master of Health Administration Program
1:45 – 2:00 pm	<b>Break</b>	
2:00 – 4:00 pm	<b>Leadership Processes: High Performing Teams</b> <ul style="list-style-type: none"> <li>• Moving From Groups to Teams</li> <li>• The Qualities of High Performance Teams</li> <li>• Designing High Performance Teams</li> <li>• Applying Teamwork to Leadership Challenges</li> </ul>	Bob Myrtle, USC, Director of Executive Master of Leadership Program

**Module 3 : Friday, March 28**

**TBD**

7:30 – 8:00 am	<b>Breakfast</b>	
8:00 – 8:30 am	<b>Reflections on Previous Session</b> <ul style="list-style-type: none"> <li>• Leadership Skills</li> <li>• Shared Meaning</li> </ul>	Richard Callahan
8:30 – 10:15 am	<b>Demographics</b> <ul style="list-style-type: none"> <li>• Regional Dynamics</li> <li>• Growth Expectations</li> <li>• Impact on Housing, Education, and Policy Issues</li> <li>• Persistence of Future Trends</li> </ul>	Dowell Myers, USC, Director of Population Dynamics Research Group
10:15 – 10:30 am	<b>Break</b>	
10:30 – 12:00 pm	<b>Housing</b> <ul style="list-style-type: none"> <li>• Housing Market Trends</li> <li>• Factors that Drive Trends</li> <li>• Affordable Housing--Policy Alternatives</li> </ul>	Raphael Bostic, USC, Director, Master in Real Estate Development Program
12:00 – 12:45 pm	<b>Lunch</b>	
12:45 – 2:45 pm	<b>Leadership Processes: Networks</b> <ul style="list-style-type: none"> <li>• How Networks Develop</li> <li>• Features of effective Inter-organizational networks</li> <li>• Mapping your organizational networks</li> <li>• Designing and Managing Networks</li> </ul>	Brint Milward, University of Arizona, Associate Dean and School Director
2:45 – 3:00 pm	<b>Break</b>	
3:00 – 4:00 pm	<b>Leadership Processes: Civic Engagement</b> <ul style="list-style-type: none"> <li>• Dynamics of Community Engagement</li> <li>• Mechanisms for Enhancing Participation</li> <li>• Overcoming Barriers to Civic Involvement</li> <li>• Insights for Elected and appointed Officials</li> </ul>	Carol Baker Tharp, USC, Deputy Director, Civic Engagement Initiative

**Module 4 : Friday, April 18**

**TBD**

7:30 – 8:00 am	<b>Breakfast</b>	
8:00 – 8:30 am	<b>Reflections on Previous Session</b> <ul style="list-style-type: none"><li>• Leadership Skills</li><li>• Shared Meaning</li></ul>	Richard Callahan
8:30 – 10:30 am	<b>Leadership Processes: Ethics</b> <ul style="list-style-type: none"><li>• Components to Responsible Conduct</li><li>• Levels of Moral Reflection</li><li>• Ethical Decision Making Practices</li><li>• Practices of Transparency</li></ul>	Terry Cooper, USC, Crutcher Professor in Citizenship and Democratic Values, SPPD
10:30 - 10:45 am	<b>Break</b>	
10:45 – 12:00 pm	<b>Leadership Processes: Media Relations</b> <ul style="list-style-type: none"><li>• Understanding the Media Perspective</li><li>• Skills for Media Relations</li><li>• Framing Your Message</li><li>• Communicating Your Message</li></ul>	Lizelda Lopez Engstrom Assistant Associate Secretary Health and Human Services Agency
12:00 – 12:30 pm	<b>Lunch</b>	
12:30 – 4:00 pm	<b>Leadership Processes: Conflict Resolution</b> <ul style="list-style-type: none"><li>• Interest-Based Negotiation</li><li>• Moving From Winners and Losers</li><li>• Negotiating in A Political Environment</li><li>• Practices that Build Relationship and Agreement</li></ul>	Dave Landis Former Nebraska State Senator, Law Professor, University of Nebraska

**BUDGET**

Sponsor: Southern California Association of Governments

Period of Performance: November 9, 2007 - May 31, 2008

<b>EXPENSES</b>		<b>Total Amount</b>	
MATERIALS AND SUPPLIES	\$	700	
TRAVEL	\$	3,000	
FOOD/CLASSROOM	\$	6,000	
STUDENT WORKERS	\$	2,500	
SALARIES AND WAGES	\$	11,550	
NON USC SALARY	\$	8,500	
FACILITIES/ADMIN (OVERHEAD)	\$	17,738	
<b>TOTAL BUDGET</b>	<b>\$</b>	<b>49,988</b>	

# REPORT

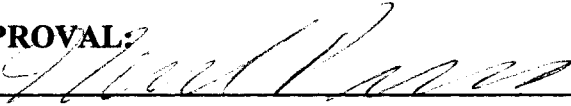
**DATE:** December 6, 2007

**TO:** Administration Committee/Regional Council

**FROM:** Bob Huddy, Program Manager, 213-236-1972, huddy@scag.ca.gov

**SUBJECT:** Sponsorship of the Los Angeles County Transportation Funding Collaborative Workshop

**EXECUTIVE DIRECTOR'S APPROVAL:**



**RECOMMENDED ACTION:**

Support sponsorship of the Los Angeles County Transportation Funding Collaborative Workshop, scheduled for January 10, 2008, in the amount of \$5,000.

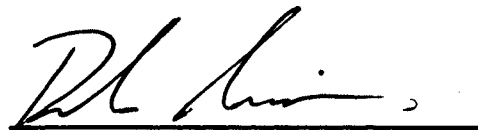
**BACKGROUND:**

The Los Angeles County Transportation Funding Collaborative, a Project of Community Partners a non-profit 501, 3(c) organization, is conducting a workshop, scheduled for January 10, 2008, at the Cathedral of Our Lady of the Angels, to bring together various business, labor, environmental, public sector, and academic groups to identify and evaluate innovative funding strategies for transportation in Los Angeles County and the Region. SCAG has been asked to participate and sponsor this event, which will assess many of the innovative transportation funding strategies which SCAG is assessing to expedite implementation of the Regional Transportation Plan.

**FISCAL IMPACT:**

The sponsorship budget is captured in the approved FY08-09 General Fund budget within "Miscellaneous Other Sponsorship," WBS 08-800.SCGS8.

Reviewed by:

  
Division Manager

Reviewed by:

  
Department Director

Reviewed by:

  
Chief Financial Officer

# REPORT

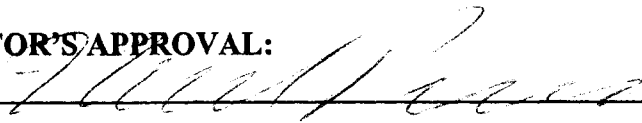
**DATE:** December 6, 2007

**TO:** Administrative Committee and Regional Council

**FROM:** Jonathan Nadler, Program Manager, (213) 236-1884, [nadler@scag.ca.gov](mailto:nadler@scag.ca.gov)

**SUBJECT:** Sponsorship of Western Riverside County Clean Cities Coalition's Annual Event

**EXECUTIVE DIRECTOR'S APPROVAL:**



**RECOMMENDED ACTION:**

Approve \$2,500 sponsorship of Western Riverside County Clean Cities Coalition annual event.

**BACKGROUND:**

The U.S. Department of Energy's (DOE) Clean Cities Program is a voluntary, locally based government/industry partnership to mobilize local stakeholders in the effort to expand the use of alternatives to gasoline and diesel fuel, accelerate the deployment of alternative fuel vehicles (AFVs), and build local AFV refueling infrastructure.

Clean Cities coordinates the activities of both private and public sector components of AFVs by providing a forum to discover their commonalities, resources, and cooperate in promoting the benefits of AFVs in their communities. Clean Cities is a local plan that reflects a community's choice for alternative fuels and the ongoing commitment to that choice.

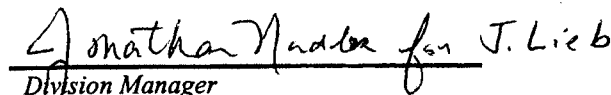
Western Riverside County Clean Cities Coalition has requested SCAG sponsorship of their annual event on February 6, 2008. The Western Riverside County Clean Cities Coalition is recognized by the DOE as one of the nation's top ten performers.

SCAG is designated as a Clean Cities Administrator and has previously supported Clean Cities events, and staff recommends becoming a "Luncheon Sponsor" for \$2,500.

**FISCAL IMPACT:**

The sponsorship budget is captured in the approved FY07-08 General Fund Budget within work element 08-800.SCGS9.

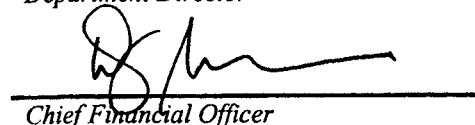
Reviewed by:

  
Jonathan Nadler for J. Lieb  
Division Manager

Reviewed by:

  
Department Director

Reviewed by:

  
Chief Financial Officer

# REPORT

**DATE:** December 6, 2007  
**TO:** Administration Committee and Regional Council  
**FROM:** Leyton Morgan, Manager of Contracts  
**SUBJECT:** Contracts Over \$250,000

**EXECUTIVE DIRECTOR'S APPROVAL:**

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**RECOMMENDED ACTION:**

Approve

**BACKGROUND:**

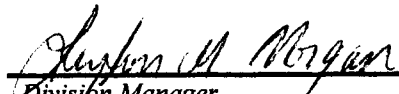
LSA Associates, Inc.  
(Develop weekend travel demand model)

\$336,633

**FISCAL IMPACT:**

The cost associated with this project are captured in Work Element Number 07-070.SCGC4 & 08-070.SCGC4.

Reviewed by:

  
Division Manager

Reviewed by:

  
Chief Financial Officer



## **CONSULTANT CONTRACT**

**Consultant:** LSA Associates, Inc.

**Scope:** It has been a major public concern that the Southern California Air Basin experiences frequent episodes of the worst ozone levels during the weekends. Yet there is no model to simulate traffic conditions and to estimate mobile source emissions for the weekend period. The objective of this project is to develop a Weekend Travel Demand Model to forecast weekend traffic. This model will provide planners, policy makers, and the general public a better understanding of weekend travel patterns, congestion gaps, and emissions levels. It will be a valuable tool to test and evaluate alternative transportation facilities and policies to alleviate weekend traffic congestion and to lower emissions.

The selected Contractor will review and process the survey data to identify overall household and personal travel patterns and to estimate and calibrate trip generation, trip distribution, mode choice, and trip assignment models for the survey data. The Contractor will also collect screenline traffic counts and other traffic data such as Vehicle Miles Traveled (VMT) data to validate the weekend model for the SCAG region.

**Contract Amount:** **Total not to exceed** **\$336,633**  
LSA Associates, Inc.

**Contract Period:** December 6, 2007 through June 30, 2009

**Work Element:**

07-070.SCGC04	\$100,000	Funding Sources: Consolidated Planning Grant – FHWA and TDA
08-070.SCGC04	\$236,633	Funding Sources: Consolidated Planning Grant – FHWA and TDA

**Request for Proposal: (RFP)** SCAG staff notified 238 pre-qualified firms of the release of RFP No. 07-045. The RFP was also advertised on Lawley Publications' website, the Planning Magazine's website, and posted on SCAG's bid management system. A total of 33 firms downloaded the RFP. The following proposals were received in response to the solicitation:

LSA Associates, Inc. (no subcontractors)	\$336,633
Caliper Corporation (no subcontractors)	\$400,000
PB Americas (1 subcontractor)	\$399,974
Dowling Associates (1 subcontractor)	\$398,946

**Selection Process:**

The Proposal Review Committee (PRC) evaluated the proposal submitted in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations.

The PRC was comprised of the following individuals:

Tony Van Haagen, Senior Transportation Planner, Caltrans  
Teresa Wang, Program Manager, SCAG  
Guoxiong Huang, Program Manager, SCAG  
Anup Akulkarni, Regional Modeling Manager, OCTA  
Robert Farley, Transportation Planning Manager IV, MTA

**Basis for Selection:**

The PRC recommends LSA Associates, Inc. for the contract award for the following reasons:

- LSA's price was over \$62,000 less than the next lowest price proposal.
- The firm's previous experience in performing quality travel demand model development projects, using the TransCAD Modeling Software.
- The firm's excellent technical approach.
- The firm's overall quality and commitment of the project team.
- LSA's proposal demonstrated an excellent project understanding.

LSA will complete the demanding tasks within the limited budget and has committed to deliver all specified products by June 30, 2009.

LSA has assembled a solid project team for the project, with very reasonable resource allocation and cost profile. LSA is recognized for its thorough, innovative, and quality work in the fields of transportation modeling. LSA's transportation planning and modeling group has received the Institute of Transportation Engineer's "Best Practice Plan of the Year" for both 2001 and 2004. LSA was also awarded FHWA/FTA's 2006 Transportation Excellence Award. The project manager assigned to this project is experienced in performing similar tasks. The project manager also demonstrated a good understanding of the key project objectives including the need to develop sophisticated models to simulate congestion and air quality for both Saturday and Sunday.

# MEMO

**DATE:** December 6, 2007  
**TO:** Administration Committee and  
Regional Council  
**FROM:** Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov  
**SUBJECT:** Contracts and Purchase Orders between \$5,000 - \$250,000

## RECOMMENDED ACTION:

Information Only

## BACKGROUND:

### SCAG executed the following Contract(s) between \$5,000 and \$250,000

<u>Vendor</u>	<u>Contract Purpose</u>	<u>PO Amount</u>
IBI Group, Inc	Analyze existing conditions to identify preferred truck routes in and around the Cities of Port Hueneme and Oxnard CA.	\$74,913

### SCAG executed the following Purchase Order(s) between \$5,000 and \$250,000

<u>Vendor</u>	<u>PO Purpose</u>	<u>PO Amount</u>
CA Center for Reg. Leadership	CA Regional Progress Report	\$32,352
Intaglio	Printing Of The State Of The Region	\$25,540
Aquent	Open PO For Various Graphics Services	\$25,000
Caliper Corporation	Annual renewal of TransCAD Software License	\$22,275
Aquent	Open PO For Graphics Temp Workers	\$15,000
Software Spectrum	Microsoft Office And OS Licenses	\$12,327
Veer, Inc.	Open PO for stock photo images	\$10,000
Jupiter Images Corp.	Open PO For Stock Photo Images	\$10,000
Getty Images	Open PO For Stock Photo Images	\$10,000
AT & T California	Switches (hardware) and 1 yr. Maintenance	\$9,405
Thomson West	Subscription For Westlaw	\$6,600
Dennis Flanzer Associates, Inc.	Architectural Design Services	\$5,750
Dell Marketing	Computer Monitors And External Hard Drives	\$5,500

# MEMO

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## FISCAL IMPACT:

None. Funding is available.

Reviewed by:

  
Division Manager

Reviewed by:

  
Chief Financial Officer

## **CONSULTANT CONTRACT**

**Consultant:** IBI Group

**Scope:** The City of Port Hueneme, in association with the Southern California Association of Governments (SCAG), requested consultant services to assist in preparation of a study to analyze existing conditions to identify preferred truck routes in and around the Cities of Port Hueneme and Oxnard.

The Port of Hueneme is the only deep sea port between the San Pedro Bay ports and the Port of Oakland, handling containerized cargo being distributed throughout the region. Goods moving through the port generate a high volume of truck traffic, which travel through the Cities of Port Hueneme and Oxnard. The agricultural activities in the area also generate a significant amount of truck traffic. With the projected growth, the traffic volume is expected to increase, both trucks and passenger vehicles, leading to considerable impacts on residential area and the traffic flow in the area.

The main objectives of the study are to analyze existing conditions, identify preferred corridors for goods movement, and examine impacts associated with truck traffic in residential areas and on existing road systems. Streets to be studied include Channel Island Boulevard, Port Hueneme Road, Rive Avenue, and Ventura Road. The study is expected to be completed in six (6) months.

<b>Contract Amount:</b>	<b>Total not to exceed</b>	<b>\$74,913</b>
	IBI Group	\$74, 913

**Contract Period:** Notice to Proceed – 06/30/08

**Work Element:** 08-130.SCGC10      \$75,000      Funding Sources: FTA

**Request for Proposal:** SCAG staff notified 701 firms of the release of RFP No. 08-018. The RFP was also advertised on Lawley Publications' website, the Planning Magazine's website, and posted on SCAG's bid management system. A total of 37 firms downloaded the RFP. The following four proposals were received in response to the solicitation:

IBI Group	\$74,913
KOA Corp. (1 subcontractor)	\$74,975
Transtech Engineers, Inc.	\$60,268
Wilbur Smith Associates (2 subcontractors)	\$74,875

**Selection Process:**

The Proposal Review Committee (PRC) evaluated all four proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with all four offerors.

The PRC was comprised of the following individuals:

Andres Santamaria, Public Works Director, City of Port Hueneme  
Jason Samante, City Traffic Engineer, City of Oxnard  
Vinod Kumar, Senior Transportation Engineer, Caltrans Dist. 7  
Mike Jones, Assistant Transportation Planner, SCAG  
Akiko Yamagami, Assistant Transportation Planner, SCAG

**Basis for Selection:**

The PRC recommends IBI Group for the contract award because of the firm's ability to provide high quality work to fulfill the requirements of the project. IBI Group is a multi-disciplinary firm comprised of planners, engineers, architects and designers, which will fully meet the objectives of the study. The study will require critical evaluations of traffic flows, physical design, residential impacts and technical feasibility to arrive at realistic recommendations. IBI Group can meet these demands. The firm's diverse expertise and success with similar projects will be highly beneficial in meeting the objectives required by the scope of work. During the interview session, IBI Group was the only firm in discussing the need to quantify environmental impacts of truck traffic, and understood the importance of integrating sustainability into the study recommendations. They also recognized the importance of identifying funding sources, and finding methods to secure those funding sources in order to implement recommendations resulting from the study

After reviewing all proposals, the PRC concluded that all consultants are capable of performing technical tasks such as data collection and analysis. However, in its proposal, Transtech Engineers, Inc. failed to clearly address its approaches on other tasks outlined in the scope of work specifically; administrative tasks; project-related issues and constraints; and recommendations. Therefore, the PRC decided to invite Transtech Engineers, Inc. to the interview specifically for them to address these important omissions. Unfortunately, Transtech Engineers, Inc. again failed to address these issues, and was not considered for contract award in spite of their lowest bidding price.

Among IBI Group, KOA Corp and Wilbur Smith Associates, the PRC determined that they all possess the necessary technical knowledge and skills, including the familiarity with traffic

engineering software. They all recommended including trucking industry in the study process to build consensus. They identified methodologies to adjust for seasonal fluctuation that is expected to influence the data collection due to trends in agricultural and the port's activities. IBI Group and Wilbur Smith Associates discussed the evaluation criteria for truck impacts on residential area more elaborately than KOA Corp.

While the final scores were close among IBI Group, KOA Corp and Wilbur Smith Associates, IBI Group distinguished themselves by demonstrating their ability to perform multi-disciplinary evaluations, arriving at realistic recommendations based on the analyses, discussing environmental impacts from truck traffic, and calling for sustainable recommendations. Their recognition on the importance of securing funding sources and flexibility in addressing project-related constraints also contributed to the PRC ranking the firm highest among others. Over all, the PRC determined that IBI Group will be able to deliver the highest quality product, therefore, IBI Group is recommended for the contract award.

# REPORT

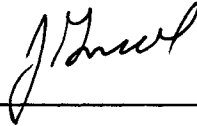
**DATE:** December 6, 2007

**TO:** Regional Council  
Administration Committee

**FROM:** Don Rhodes, Manager, Legislative Affairs, (213)-236-1840, rhodes@scag.ca.gov

**SUBJECT:** Sponsorship of the 2008 California Congressional Delegation Reception

**EXECUTIVE DIRECTOR'S APPROVAL:**



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## RECOMMENDED ACTION:

SCAG (1) to co-sponsor the 2008 California Congressional Delegation Reception in Washington, D.C. during the annual APTA Legislative Conference in March, 2008, in a maximum amount of \$5,000.00; and (2) authorize the Executive Director to sign a memorandum of understanding agreeing to the sponsorship.

## BACKGROUND:

SCAG has been asked to co-host a California reception during the annual APTA Legislative Conference in Washington, D.C., tentatively scheduled for Tuesday, March 11, 2007, at 6:00 pm in the House Transportation and Infrastructure Committee Room, Rayburn House Office Building. SCAG has been a co-sponsor of the event for the last several years.

All current and new California Congressional members and their transportation staff are invited to the reception, as well as the Chair and Ranking Members of the House and Senate Appropriations and Reauthorizing Committees.

The reception is tentatively scheduled at the House Transportation and Infrastructure Committee Room, 2165 Rayburn House Office Building, Washington, D.C., on Tuesday, March 11, 2008, from 6-8 pm. The suggested sponsorship donation is up to but no more than \$5,000.00 per agency, however, the actual amount will be based upon the cost of the event and will be determined at a later date. All participating agencies are requested to sign a Memorandum of Understanding which sets forth their shared responsibility to co-sponsor the event. Other large transportation agencies in addition to SCAG that have sponsored this reception in the past include LACMTA, OCTA, RCTC, SANBAG, SCRRA, VCTC, and SANDAG.

## FISCAL IMPACT:


All funds related to co-sponsorship of the California Congressional Delegation Reception is contained within the adopted FY 07-08 budget and does not require the allocation of any additional financial resources.



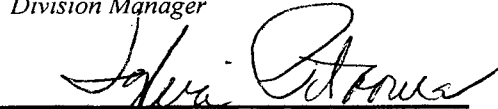
# REPORT

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Reviewed by:

  
Division Manager

Reviewed by:

  
Department Director

Reviewed by:

  
Chief Financial Officer

**DRAFT**

**Regional CEO Agreement for the 2008  
California Reception in partnership with the Metropolitan Transportation  
Commission  
11/9/07**

Los Angeles County Metropolitan Transportation Authority (LACMTA), Orange County Transportation Authority (OCTA), Riverside County Transportation Commission (RCTC), San Bernardino San Bernardino Associated Governments (SANBAG), Southern California Regional Rail Authority (SCRRA), Ventura County Transportation Commission (VCTC) and Southern California Association of Governments (SCAG) agree to pay no more than \$5,000 each for the 2008 California Reception in partnership with the Metropolitan Transportation Commission (MTC).

We, the Executive Directors or Chief of Executive Officers for the following agencies, have the authority within our own agencies to pay no more than \$5,000. This total can be prorated based on other contributions made by municipal operators and/or other regional entities.

We will instruct our agencies to reimburse MTC from the invoices for the Public Relations, Catering, Beverage and signage related to this event.

Los Angeles County Metropolitan Transportation Authority	Orange County Transportation Authority
Riverside County Transportation Commission	San Bernardino Associated Governments
Ventura County Transportation Commission	Southern California Association of Governments
Southern California Regional Rail Authority	San Diego Association of Governments

# MEMO

**DATE:** December 6, 2007

**TO:** Administration Committee

**FROM:** Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov

**SUBJECT:** CFO Monthly Report

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## **Accounting:**

SCAG's outside independent auditors, Vasquez and Co., LLP, completed their audit fieldwork on October 19. No audit findings have been identified so far. Staff is in the process of preparing the FY07 Comprehensive Annual Financial Report for submission to the Committees.

Staff has reviewed the preliminary report prepared by the SAP consultants concerning SCAG's use of its SAP software. The report found that SCAG has been using SAP in unorthodox ways to meet the requirements imposed by Caltrans during the "high risk" period. Since current conditions are radically different, and current practices do not constitute SAP "best practices", we will work with Caltrans to define more relevant reporting and billing standards and design new processes accordingly. This could involve an SAP upgrade.

The department completed another phase of its cross-training program when both the Manager and one Senior Accountant became proficient in the monthly close process. The preparation of the monthly CPG invoice is the last major function that has no cross-trained staff. A new staff member is currently undergoing that training.

## **Business Operations:**

Staff completed tagging all of SCAG's equipment for the first annual inventory and developed an Access database program to manage equipment inventory system reporting.

Excellent progress was made in emptying vacant cubicles on the 11th Floor previously being used as storage. Also, staff demolished and cleared built-in furniture on the 11th Floor in the area earmarked for construction of an office for the Director of Information Services or a conference room.

BOS Staff installed new metal shelving in the 11th Floor Storage Room for enhanced storage and organization of printer cartridges and other supplies.



# MEMO

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BOS Staff handled the logistics for the RTP workshops held in October. The Print shop also did an excellent job of providing timely preparation of printing RTP related documents as required by the project team.

With less than 24 hour notice, BOS Staff coordinated logistics and set-up for Governor's press conference held at SCAG offices on 10/31.

## **Budget and Grants**

The Budget and Grants Division completed Amendment 2 to the OWP and submitted to Caltrans for their review and approval. Amendment 2 contains projects that were not completed in FY2006-07, adjusts carryover estimates for continuing projects, delete projects that were either completed in FY06-07 and/or reconsidered by SCAG management. Additionally, new subregional projects were added that were deferred from the July OWP due to funding constraints. The net increase is \$730,046 from SCAG's unprogrammed FY07-08 FHWA Planning allocation.

The FY08-09 budget season is underway: Training on the new budget system software was conducted in late November; the FY07-08 Framework was finalized and the workshop was rescheduled for the Administration/Regional Council.

The 1st quarter progress report meeting with Caltrans was conducted on November 29, 2007.

Staff worked with program staff on the development of the Year Three Blueprint Grant application. In addition, two grant applications were received from sub-recipients for the FY 08-09 Caltrans Planning Grant cycle and staff began the review process. The Planning grant submittal deadline is early January. Also, staff attended a two day grant writing workshop.

# MEMO

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## Contracts:

During the month of October, the contracts departments administered 65 contracts, awarded 2 new contracts, issued 3 contract amendments, and issued 1 Requests for Proposal (RFP). Staff also worked with Budget to reorganize OWP projects for January 2008 OWP amendment.

Further, as part of it's on-going strategy to reduce procurement cycle time, staff, presented a Task Order contract and process, designed to enable the agency to expedite procuring some of it's on-going consulting service needs, to Caltrans District 7. Contract staff will present this new contracting strategy to the Contract Subcommittee (re-established at the November 2007 RC meeting). The first meeting of the Contract Subcommittee is targeted for January 2008, and will be finalized after the RC makes committee appointment at its December 2007 meeting.

Submitted by:

  
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*Chief Financial Officer*

**SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS**  
**EXPENDITURE REPORT**  
 FOUR MONTHS ENDED OCTOBER 31, 2007  
 67% OF FISCAL YEAR REMAINING

Adopted Budget	Amendment #1	Budget After #1	Amendment #2	Forecast Budget	Expenditures	Encumbrances	Budget Balance	% Budget Remaining
48,083		48,083		48,083	3,872		44,211	92%
51,771		51,771		51,771	6,063		45,708	88%
320,000		320,000		320,000	25,480	242,896	51,624	16%
200,000		200,000		200,000		110,000	90,000	45%
33,000		33,000		33,000	8,289		24,711	75%
50,000		50,000		50,000		50,000	-	0%
22,000		22,000		22,000	1,639		20,361	93%
25,000		25,000		25,000			25,000	100%
25,000		25,000		25,000			25,000	100%
60,000		60,000		60,000	42,596	17,404	(0)	0%
49,800		49,800		49,800	3,534	112	46,155	93%
130,000		130,000		130,000	45,350		84,650	65%
1,000		1,000		1,000	375		625	63%
330,000		330,000		330,000			330,000	100%
7,500		7,500		7,500			7,500	100%
56,000		56,000		56,000	10,912		45,088	81%
5,000		5,000		5,000	1,610		3,390	68%
5,000		5,000		5,000	50		4,950	99%
3,500		3,500		3,500			3,500	100%
18,000		18,000		18,000	4,933		13,067	73%
116,500		116,500		116,500	2,850	28,000	85,650	74%
<b>1,557,154</b>	<b>-</b>	<b>1,557,154</b>	<b>-</b>	<b>1,557,154</b>	<b>157,553</b>	<b>448,412</b>	<b>951,190</b>	<b>61%</b>
10,323,466	(22,225)	10,301,241	345,668	10,646,909	3,165,994		7,480,915	70%
10,792,214	37,909	10,830,123	832,815	11,662,938	3,304,198	107,825	8,250,915	71%
12,826,884	(3,000)	12,823,884	(922,274)	11,901,610	416,239	8,003,820	3,481,551	29%
2,756,488	235,000	2,991,488	864,784	3,856,272	16,465	2,450,365	1,389,442	36%
514,710	15,000	529,710	123,306	653,016	2,119	491,591	159,306	24%
3,769,842	(25,264)	3,744,578	377,871	4,122,449	31,581	148,472	4,122,449	100%
701,000	-	701,000	-	701,000		50,579	520,947	74%
108,000	55,000	163,000	-	163,000	2,748		109,673	67%
199,000	6,000	205,000	(3,000)	202,000	33,068		168,932	84%
<b>41,991,604</b>	<b>298,420</b>	<b>42,290,024</b>	<b>1,619,170</b>	<b>43,909,194</b>	<b>6,972,412</b>	<b>11,252,652</b>	<b>25,684,130</b>	<b>58%</b>
<b>43,548,758</b>	<b>298,420</b>	<b>43,847,178</b>	<b>1,619,170</b>	<b>45,466,348</b>	<b>7,129,964</b>	<b>11,701,064</b>	<b>26,635,320</b>	<b>59%</b>

1 Staff & Fringe Benefits  
 2 9914 Indirect Costs  
 3 54300 SCAG Consultants  
 4 54340 Legal costs  
 6 55600 SCAG Memberships  
 8 55820 Training  
 9 55910 RC/Committee Meetings  
 10 55912 RC Retreat  
 11 55914 RC General Assembly  
 12 55920 Other Meeting Expense  
 13 55930 Miscellaneous other  
 14 55940 Stipend - RC Meetings  
 15 55972 Rapid Pay Fees  
 16 55980 Cash Contribution to Projects  
 17 56100 Printing  
 18 58100 Travel  
 19 58150 Travel - Lodging over max  
 20 58200 Travel - Registration fees  
 21 58600 NARC Board Expense  
 22 58700 RC Approved Costs  
 23 58800 RC Sponsors  
 24 **Total Gen. Fund**  
 25  
 26 Staff & Fringe Benefits  
 27 9914 Indirect Costs  
 28 54300 SCAG Consultants  
 29 54330 Subregional Consultants  
 31 54400 Subregional Contracts  
 33 55280 Third Party Contribution  
 38 55930 Miscellaneous - Other  
 40 56100 Printing  
 41 58100 Travel  
 43 **Total Other Funds**  
 44  
 45 **Grand Total**